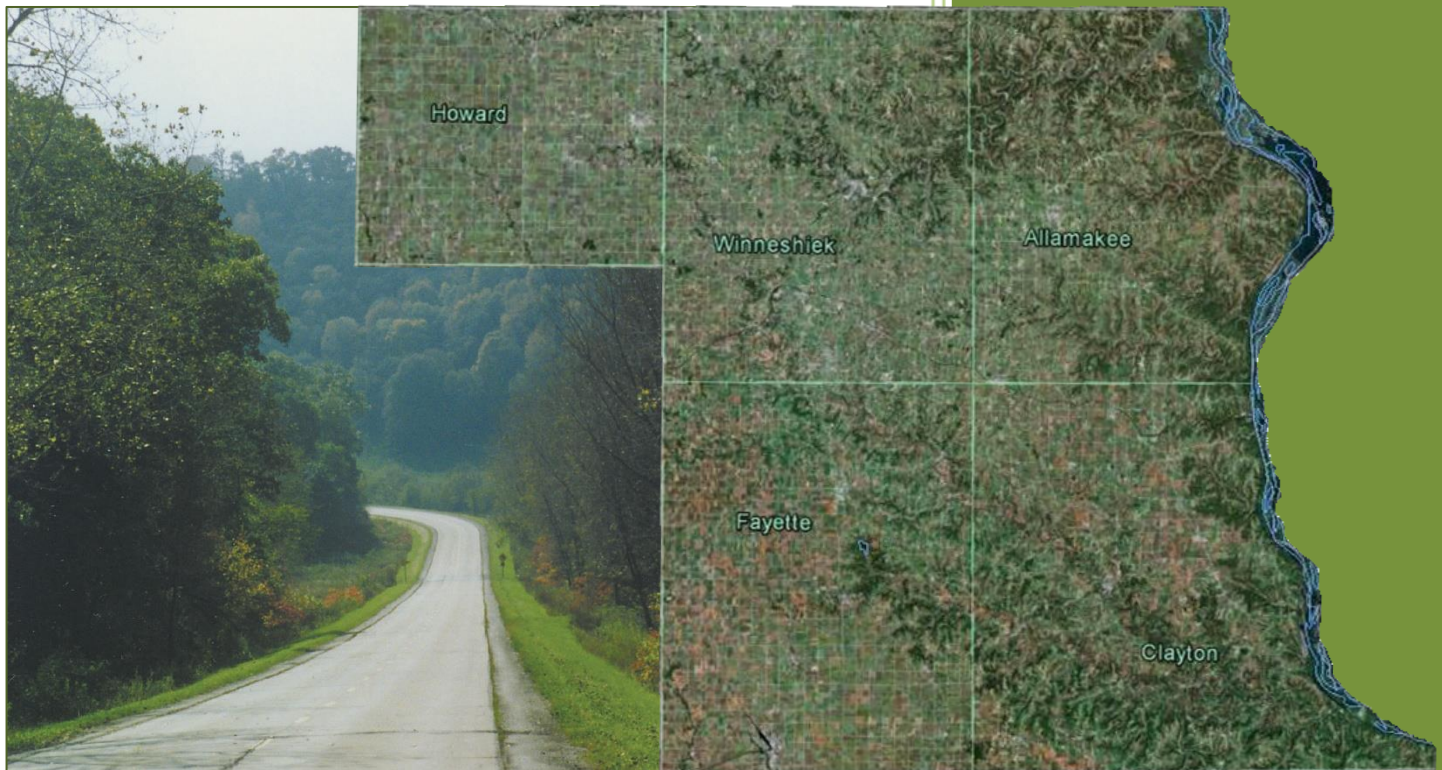




RPA 1 TRANSPORTATION PUBLIC PARTICIPATION PLAN



***Serving the Northeastern Iowa counties of:
Allamakee, Clayton, Fayette,
Howard and Winneshiek***

January 2016

**Prepared by:
Upper Explorerland Regional
Planning Commission
Transportation Policy Board**

Upper Explorerland Regional Planning Commission
Region 1 Regional Planning Affiliation
FY 2016 Transportation Public Participation Plan



Submitted to the Iowa Department of Transportation
800 Lincoln Way
Ames, Iowa 50010
February 1, 2016

By

Upper Explorerland Regional Planning Commission

Offices located at:

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Decorah, Iowa 52101

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RESOLUTION OF ADOPTION

UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION
REGION 1 REGIONAL PLANNING AFFILIATION (RPA 1)
RESOLUTION 2016 - 01

RESOLUTION TO APPROVE
THE RPA 1 PUBLIC PARTICIPATION PLAN FY2016

WHEREAS, Upper Explorerland Regional Planning Commission (UERPC) has been designated as the regional planning agency (RPA 1) for the counties of Allamakee, Clayton, Fayette, Howard and Winneshiek for the purposes of transportation planning and programming; and

WHEREAS, the UERPC Transportation Policy Board has been established by resolution to serve as the governing body for RPA 1; and

WHEREAS, RPA 1 desires a public participation process that fosters public involvement throughout the transportation planning and decision making process; and

WHEREAS, the Transportation Policy Board, its committees and the public have had an opportunity to review and comment on the plan;

BE IT THEREFORE RESOLVED that the UERPC RPA 1 Transportation Policy Board hereby approves the RPA 1 Public Participation Plan, FY2016 for the five county region.

Passed and adopted this 28th day of January, 2016

Signed: _____

Larry Schellhammer, Chair

Upper Explorerland RPA 1 Transportation Policy Board

Attest: _____

Karla Organist, Senior Planner

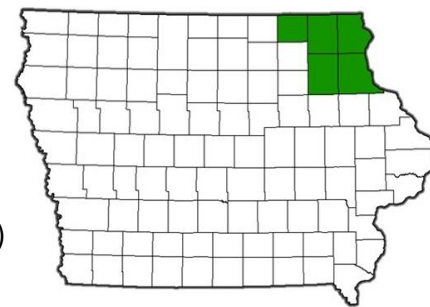
Upper Explorerland Regional Planning Commission

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INTRODUCTION TO RPA 1

Upper Explorerland Regional Planning Commission (UERPC) serves as the Regional Planning Affiliate (RPA 1) for the counties of Allamakee, Clayton, Fayette, Howard and Winneshiek in Northeast Iowa. As one of the 18 designated Regional Planning Affiliates (RPA) for the Iowa Transportation Commission, RPA 1 is tasked with the planning, programming and administration of federally-funded transportation activities within the five-county region. The Upper Explorerland Regional Planning Commission (UERPC) Transportation Policy Board serves as the governing body for RPA 1 and is committed to transparency as it develops and implements plans, programs and projects within the region. This Public Participation Plan is documentation of the planned efforts to engage and inform the public in and of the decisions and activities of the Policy Board and its committees.



RPA 1 is responsible for the distribution of federal transportation funds, completing the required DOT planning documents and managing RPA-1 projects in the DOT programming system (TPMS). RPA 1 is also involved in various state and regional initiatives that work to improve or support the transportation network within the region. RPA 1 serves as the region's transportation resource by providing ongoing assistance as requested from communities, agencies, committees and citizens. In addition, RPA 1 maintains regional transportation data and provides project development assistance.

The RPA 1 Transportation Policy Board is comprised of representation from each of the five counties and the two communities within the region with populations over 5000, Decorah and Oelwein. The Transportation Policy Board guides and sets policy for local transportation planning; ensures compliance with state and federal legislation; and approves funding for roads, bridges, transportation alternatives projects, and regional transit. Supporting the Policy Board are committees whose memberships represent expertise and/or interest in the focus of each committee:

- The **Technical Committee**, which consists of the five county engineers and street department representatives from Decorah and Oelwein, serves as the Policy Board's technical advisory group. The Technical Committee initiates, reviews and recommends regional transportation programming to the Policy Board.
- The **Enhancement Committee** consists of the five county conservation directors and other regional stakeholders with interest in enhancement activities. The committee meets to review and recommend projects for transportation alternatives funding and also works to build a sustainable and feasible trail system to provide non-vehicular travel options.
- The **Public Transportation Advisory Group (TAG)** works to build an improved passenger transportation system for regional residents who do not have access to personal transportation options. This group consists of local transit representatives, private transportation providers, human service providers, workforce, economic development and others concerned about transportation for non-drivers.

The five counties in RPA 1 cover an area of 3,313 square miles, the equivalent of 2,120,320 acres. There are 52 incorporated communities within the region, with only four cities having populations over 2,500 and eight other communities with populations over 1000. The U.S. Census Bureau counts the total 2010 population for the five counties as 83,961 persons, a decrease of 3.05% since the 2000 census. On average, there are just over 25 persons per square mile, which is less than half the statewide average of 54.5. As a result, engaging residents from across the region is a challenging proposition. By implementing the public outreach activities outlined in this document, RPA 1 believes it will reach and offer all residents ample participation opportunities in the region's transportation planning process.

POLICY BOARD AND COMMITTEE LISTS***Transportation Policy Board***

NAME	TITLE	COUNTY/CITY/AGENCY
*Larry Schellhammer	County Supervisor	Allamakee
Larry Gibbs	County Supervisor	Clayton
Vicki Rowland	County Supervisor	Fayette
Jan McGovern	County Supervisor	Howard
Dean Thompson	County Supervisor	Winneshiek
Don Arendt	Mayor	City of Decorah
Peggy Sherrets	Mayor	City of Oelwein
Non-voting and ex-officio members:		
Krista Rostad	District 2 Planner	IDOT
Karla Organist	Transportation Planner	UERPC

*Chairperson

Transportation Technical Committee

NAME	TITLE	COUNTY/CITY/AGENCY
*Brian Ridenour	County Engineer	Allamakee
Rafe Koopman	County Engineer	Clayton
Joel Fantz	County Engineer	Fayette
Nick Rissman	County Engineer	Howard
Lee Bjerke	County Engineer	Winneshiek
Lindsay Erdman	Engineer	City of Decorah
Tom Stewart	City Road Supervisor	City of Oelwein
Non-voting and ex-officio members:		
Krista Rostad	District 2 Planner	IDOT
Karla Organist	Transportation Planner	UERPC

*Chairperson

Transportation Enhancement Committee

NAME	TITLE	COUNTY/CITY/AGENCY
Jim Janett	Director	Allamakee Co. Conservation
Val Reinke	Director	Allamakee Co. Tourism and Ec. Dev.
Bruce Palmborg	Resident	City of Lansing
Jenna Pollock	Director	Clayton Co. Conservation
Dean Hilgerson	City Manager	City of Marquette, Clayton County
Darla Kelchen	Director	Clayton Co. Econ. Dev.
*Rod Marlatt	Director	Fayette Co. Conservation
Sheryl Struthers	Resident	Fayette County
Jamie Letzring	City Administrator	City of Oelwein
Harold Chapman	Director	Howard Co. Conservation
Elaine Govern	Resident	City of Riceville
Darrel Knecht	Director	Howard Co. Emergency Mgmt
Barb Schroeder	Director	Winneshiek Co. Conservation
Harlan Satrom	Resident	City of Decorah
Chad Bird	City Manager	City of Decorah, Winneshiek County
Non-voting and ex-officio members:		
Lora Friest	Director	NEI RC&D

*Chairperson

Passenger Transportation Advisory Group

NAME	TITLE	ORGANIZATION
Heather Homewood	Director	Allamakee County Veterans Affairs
Jean Gage	CPC Administrator	Clayton County
Roger Thomas	Director	Elkader Dev Corp & Main Street Elkader
Bethany Ellingson	NE Iowa Program Supervisor	Families First Counseling
Carol Kuene	CPC Administrator	Fayette County
Rachel Jaster	Employment Services QIDP	G & G Living Centers
Kathleen Davis	Housing Coordinator	Helping Services of Northeast Iowa
Stacie Cooper	Housing Coordinator	Helping Services of Northeast Iowa
Stacie Schroeder	Director	NFV Community Coalition
Chalsea Carroll	CPC Administrator	Howard County
Spiff Slifka	Development Coordinator	Howard County Business and Tourism
Lori Matter	Director of Facility Support Services	Howard County Residential Care Facility
Lynda Springer	IM Supervisor	Iowa Department of Human Services
Ashley Eckenrod		Grandview Healthcare
Fern Rissman	WIOA Director	IowaWORKS
Curt McNew	Transportation Director	NEI Community Action - Regional Transit
Sam Castro	Mobility Manager	NEI Community Action - Regional Transit
Janna Diehl		Northeast Iowa Area Agency on Aging
Troy Vande Lune	Asst. Dir. of Student Life	Northeast Iowa Community College
Shanna Hale	Director of Comm. Based Services	Opportunity Homes
Karla Organist,	Transportation/Community Planner	Upper Explorerland RPC
Amy Tucker	Director of Student Activities	Upper Iowa University

REGULATIONS AND REQUIREMENTS***Transportation Planning and Programming***

Federal regulations require states and MPOs to develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points. At a minimum, this includes:

- Developing the Public Participation Plan in consultation with all interested parties.
- Providing adequate public notice of public participation activities and time for public review and comment at key decision points.
- Providing timely notice and reasonable access to information about transportation issues and processes.
- Employing visualization techniques in transportation plans and Transportation Improvement Programs.
- Making public information (technical information and meeting notices) available in electronically accessible formats and means.
- Holding any and all public meetings at convenient and accessible locations and times.
- Demonstrating explicit consideration and response to public input received during the development of transportation plans and Transportation Improvement Programs.

- Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services.
- Providing an additional opportunity for public comment, if final transportation plans and Transportation Improvement Programs differ significantly from the version that was previously made available for public comment, or raises new material issues which interested parties could not have reasonably foreseen from the initial public involvement efforts.
- Coordinating with the statewide transportation planning public involvement and consultation processes.
- Periodically reviewing the effectiveness of the procedures and strategies contained in this Public Participation Plan, to ensure a full and open participation process.
- When significant written and oral comments are received on draft transportation plans and Transportation Improvement Programs, (including financial plans), a summary, analysis, and report on the disposition of comments will be included within the final transportation plans and Transportation Improvement Programs.
- Providing a public comment period for a minimum of 45 days before the initial or revised Public Participation Plan is adopted.
- Providing copies of the approved Public Participation Plan to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), and posting it on the agency's Website.
- In developing transportation plans and Transportation Improvement Programs, consult with agencies and officials responsible for other planning activities within the region that are affected by transportation, such as those involved with economic development, environmental protection, airport operations, and freight movement. To the maximum extent practicable, coordinate the planning process with such activities.

Other Applicable Federal Laws

The RPA has also developed Title VI plans and this Public Participation Plan to be compliant with Title VI of the Civil Rights Act of 1964, which ensures that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion.

This Public Participation Plan is also subject to the Americans with Disabilities Act of 1990, a civil rights law that protects individuals from discrimination based on disabilities; and Executive Order 12898: *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*. The executive order states that programs, policies, and activities that affect human health or the environment should identify and avoid disproportionately high and adverse effects on minority and low-income populations. Environmental Justice laws exist to ensure that no racial, ethnic, or socioeconomic group bears a disproportionate share of negative environmental consequences resulting from governmental programs and policies.

Finally, the RPA will observe Executive Order 13166: *Improving Access to Services for Persons with Limited English Proficiency*. This states that efforts should be taken to evaluate all services provided by a federal agency, to ensure that persons with limited English proficiency are able to meaningfully access the services provided, without unduly burdening the fundamental mission of the agency.

State Regulations

Chapters 21 and 22 of the Iowa Code — the open meetings and records or “sunshine” laws — were created to ensure that Iowa governments at all levels are transparent and accountable to the public. A governmental body is covered by these laws if it was created by statute or by executive order, or if it is a local board, council, commission or other governmental unit exercising policy-making authority. In addition, agencies established under 28E and the Iowa Association of School Boards must comply with public meetings and records laws.

Governmental bodies are required to give adequate notice of the time, date and place of a meeting, and post a tentative agenda. They must keep minutes of their meetings, which then become public records. The RPA operates in accordance with the open meetings and records law. The public is welcome and encouraged to attend RPA meetings and all minutes of the meetings are available for review, in person or online (www.uerpc.org).

ABOUT THE PUBLIC PARTICIPATION PLAN

The Public Participation Plan is developed and used to define a process for providing the public with reasonable opportunities to be involved in the transportation planning process. This includes anyone who lives, works, has an interest in, or does business in the region and could potentially be affected by transportation decisions. This plan will consider how to engage people and groups who are traditionally underserved by existing transportation systems such as minorities, low-income communities, older persons, individuals with disabilities and others. The RPA values public input as a rich source of ideas from people who know their region's transportation issues and challenges and are invested in seeing short- and long-term improvements come to fruition.

RPA 1 solicits public comments on the documents governing its policies and operations when these major documents are initially approved or undergo amendments. Each document includes details on how the public was engaged in the process. These documents include:

- The **Transportation Planning Work Program (TPWP)** is a document detailing the planning and technical assistance activities that RPA 1 intends to carry out in order to support the work of the region's stakeholders in maintaining and developing safe and efficient travel opportunities throughout the region. The TPWP identifies specific work elements that will occur in a fiscal year as they pertain to administration, transportation improvement programming, long and short range planning, and technical support. In addition, budgetary requirements and funding sources are addressed in detail.
- The **Transportation Improvement Program (TIP)** describes the federally funded projects and activities that are planned for the RPA 1 region over a four year period. The projects identified within the document may receive federal funding from a number of different sources. The document reflects a multimodal transportation system by the inclusion of investments in transit, transportation alternatives, highways and bridges. The TIP is developed in compliance with the provisions of the Fixing America's Surface Transportation Act (FAST Act) and is required to maintain a fiscally responsible program.
- The **Long Range Transportation Plan (LRTP)** encourages and promotes the development of a regional transportation system that incorporates various modes of transportation to provide for the safe, efficient and economical movement of people and products. The LRTP plays an important role in the region's vision for its future. The plan includes a description of the region's existing

conditions; forecasts future population and potential growth corridors; identifies current and projected future transportation problems and needs; and identifies various transportation improvement strategies to address those needs. In addition, the plan lays out short-term projects and long-range policy goals; and discusses the funding necessary to implement the plan. The inventories and data included in the plan are a useful source of information for regional leaders and elected officials, economic developers and transportation project developers.

- The **Passenger Transportation Plan (PTP)** outlines the region's plans for establishing an efficient and effective passenger transportation network. Developed with input from transportation providers, human service, economic development and workforce organizations, as well as the general public, the plan identifies strengths and issues in the region's passenger transportation network and lays out several strategies for improvement over the life of the plan.
- The **Public Participation Plan (PPP)** is a guide that specifies methods and best practices for public involvement in the transportation planning process.

Periodically, the RPA may engage in initiatives or generate documents above and beyond the plans and programs listed above. As appropriate and necessary, public participation will be encouraged and solicited as laid out in this Public Participation Plan.

GOALS OF THE PUBLIC PARTICIPATION PLAN

The goals of public participation are twofold. First is to **distribute the maximum amount of information about the transportation planning process to as many interested members of the general public as possible**. Second is to **actively seek input from the region regarding transportation problems, priorities and potential solutions**.

The RPA has identified several tactics and techniques that can be used to ensure the broadest dissemination of information and least difficult methods of offering input into the transportation planning process. In addition, the RPA has included plans to assist the public in understanding the responsibilities and activities of the RPA, the Policy Board and its committees in a clear and simplified manner.

TACTICS AND TECHNIQUES

The RPA is responsible for numerous tasks in any given year. These include the development of several transportation plans, selecting regional projects and the subsequent distribution of federal Surface Transportation Program (STP) funds and Transportation Alternative Program (TAP) funds, approving changes to projects that are receiving federal funding, and participating in special projects as they occur. Seeking public input varies by task, but generally, input is needed for ideas *prior* to any action, opinions *during* any action and feedback *after* any action.

Information Distribution

The RPA utilizes several methods for distributing information throughout the region. The information that needs to be distributed includes the dates, locations and minutes of public hearings and transportation meetings, the availability of applications for STP and TAP funds, and planning projects. As appropriate, the RPA will use the following methods to distribute information:

Dates, Locations and Minutes of Meetings:

- Agendas posted in the Decorah and Postville offices of Upper Explorerland at least one week in advance
- Agendas posted on the Upper Explorerland “Transportation Agendas & Minutes” website page at least one week in advance
- Agendas emailed to transportation policy board, committees and/or other stakeholders¹ at least one week in advance
- Minutes posted on the Upper Explorerland “Transportation Agendas & Minutes” website page within one week
- Minutes emailed to transportation policy board, committees and/or other stakeholders within one week

Dates, Locations and Minutes of Public Hearings:

- Public hearing notices published in at least one local newspaper
- Notices posted in the Decorah and Postville offices of Upper Explorerland at least one week in advance
- Notices posted on the Upper Explorerland “Items for Public Comment” website page at least one week in advance
- Notices emailed to transportation policy board, committees and/or other stakeholders at least one week in advance
- Minutes posted on the Upper Explorerland “Transportation Agendas & Minutes” website page within one week
- Minutes emailed to transportation policy board, committees and/or other stakeholders within one week

Availability of STP and TAP Applications:

- Electronic distribution by email to transportation policy board and committees; city and county clerks, administrators and elected officials; regional trail groups; conservation groups; and other eligible applicants within the region
- Press releases sent to the 15 local newspapers within the region
- Announcement included in the Upper Explorerland monthly e-newsletter and the periodic electronic “Funding Announcement”
- Announcement made through Upper Explorerland’s social media networks

Transportation Planning Projects:

- Electronic distribution by email to targeted audiences within the region
- Press releases sent to any number of the 15 local newspapers within the region – targeted to applicable geographic areas
- Announcements on any number of the 14 local radio stations – targeted to applicable geographic areas
- Announcement included in the Upper Explorerland monthly e-newsletter
- Announcement made through Upper Explorerland’s social media networks

¹ Other stakeholders may include: local governing bodies; neighborhood or community members directly affected by proposals or projects; groups formed to address various transportation issues such as SRTS Coalitions and parent groups; clients of TAG agencies; Upper Explorerland housing clients; other nonprofit agencies and clients

Collecting Input

The RPA collects input on a variety of plans and activities. Feedback from the public is sought when there are changes being made to projects supported by federal aid and when future transportation policies, goals and strategies are being developed within the region.

Project Changes²:

- The public is invited to make comments on proposed changes by attending the designated public hearing or meeting
- Proposed changes may be reviewed on the Upper Explorerland “Items for Public Comment” website page and comments can be submitted through the online form on that same page
- Comments may be mailed, emailed or called in to the RPA 1 Transportation Planner or any Transportation Policy Board or Committee member prior to the date of the decision

Transportation Planning Projects:

- The public is invited to offer input by attending policy board and committee meetings
- Online and/or in-person surveys may be utilized for some topics
- Public forums may be hosted within the targeted geographic area
- Focus groups or stakeholder groups may be convened to provide input
- The Upper Explorerland “Items for Public Comment” website page with comment form may be used to get feedback on draft documents

Outreach

To assist the public in understanding the responsibilities and activities of the RPA, the following methods of outreach are utilized:

- Presentations to groups and organizations (public officials, human service providers, planning and zoning boards, conservation boards, economic development boards, etc.)
- A comprehensive website that offers access to all plans, agendas and minutes documenting the work of the RPA
- Periodic news stories submitted to local newspapers and through the Upper Explorerland newsletter and social media networks
- Organize and promote “Project Celebrations”

Marginalized and/or Disadvantaged Populations

The RPA understands the importance of engaging voices often marginalized by culture, language, physical and income barriers. In order to offer full access to the process, the RPA employs the following practices to reduce barriers to participation:

- Meetings, public hearings, forums and focus groups will be held in locations that are accessible for people with disabilities
- As appropriate, meetings, public hearings, forums and focus groups will be held in locations most affected by the proposed activity or plan
- Meetings, public hearings, forums and focus groups will be held at a time when targeted audiences, if any, are most likely able to attend
- Transit rides can be arranged for those wishing to attend meetings, public hearings, forums or focus groups

² See TIP Revision Process on page 15 for more details on project changes

- For People with Limited English Proficiency (LEP), RPA 1 utilizes Language Services Associates, a telephone interpreting service
- Information distributed electronically or in paper form can be recreated in large print for persons with vision disabilities
- Information can be provided to persons with hearing disabilities through Relay Iowa 711
- The RPA maintains a Title VI program to address any civil rights or discrimination issues or complaints
- The RPA utilizes visualization techniques and tools (such as GIS) to aid the public in understanding proposed plans or changes

Summary Table of Document Development and Public Participation

Plan:	Scheduled:	Draft:	Public Engagement:	Public Comment Period:	Adoption:	Public Access to Document:
Transportation Planning Work Program (TPWP)	Annually	Developed by RPA Staff with input from all Transportation Committees & Transit Agency	Draft presented at Policy Board & all Trans. Committee meetings, posted on UERPC website and available upon request	Available at least 15 days prior to adoption	Resolution at Policy Board meeting	UERPC Website and offices
Transportation Improvement Program (TIP)	Annually ³	Developed by RPA Staff with input from Transportation Tech and Enhancement Committees, and Transit Agency	Draft presented at Policy Board, Tech and Enhancement Committee meetings, posted on UERPC website and available upon request.	Available at least 15 days prior to adoption	Public Hearing and Resolution at Policy Board meeting	UERPC Website and offices
Long Range Transportation Plan (LRTP)	Updated every 5 years	Developed by RPA Staff with input from all Transportation Committees & Transit Agency	Public Input sessions conducted in each county, posted on UERPC website, PR in newspapers, and document available upon request	Available at least 15 days prior to adoption	Public Hearing and Resolution at Policy Board meeting	UERPC Website and offices
Passenger Transportation Plan (PTP)	Updated every 5 years	Developed by RPA Staff with input from Transportation Advisory Group & Transit Agency	Draft presented at Policy Board & TAG meetings, posted on UERPC website and available upon request	Available at least 15 days prior to adoption	Public Hearing and Resolution at Policy Board meeting	UERPC Website and offices
Public Participation Plan	Updated every 5 years	Developed by RPA Staff with input from all Transportation Committees	Draft presented at Policy Board & all Trans. Committee meetings, posted on UERPC website and available upon request	Available at least 45 days prior to adoption	Public Hearing and Resolution at Policy Board meeting	UERPC Website and offices

³ Changes to the TIP after adoption are different and are explained in detail on page 15.

TIP Revision Process

The Transportation Improvement Program may require revisions between annual updates. There are two types of revisions: amendments (major revisions) and administrative modifications (minor revisions). RPA 1 utilizes the following definitions and thresholds to determine whether a change is considered an amendment or an administrative modification:

- 1) An **amendment** is a revision to the TIP that involves a major change to any project within in the TIP. This includes an addition or deletion of a project, a major change in project costs, projects added or deleted from the TIP, additional federal funding for a project, or a major change in design concept or scope (e.g. changing project termini or the number of through lanes). Changes that affect fiscal constraint must also take place by amendment of the TIP. Changes to projects that are included for illustrative purposes only do not require an amendment. An amendment is a revision **that requires** public review and comment and re-demonstration of fiscal constraint.
- 2) An **administrative modification** is a revision to the TIP that involves minor changes such as project phase costs that do not constitute a “major” change, scheduling changes to projects within the four years of the TIP and minor changes to the project scope. An administrative modification is a revision **that does not require** public review and comment and re-demonstration of fiscal constraint.

RPA 1 processes amendments via a public hearing at a meeting of the Transportation Policy Board. As previously noted, these meetings all open to the public and agendas are posted at least one week (and no later than 24 hours for special circumstances) in advance of the scheduled meeting dates. Agendas are posted at both offices of UERPC (Postville and Decorah), and on the UERPC website (www.uerpc.org) When Transportation Policy Board meetings include a public hearing, an additional notice of the public hearing is posted at both offices of UERPC, on the website, and in a newspaper of general circulation. Public comments are accepted via email, verbally, in writing or by submitting a comment through the “Items for Public Comment” section on the website. UERPC also distributes a monthly newsletter through which some notices are provided if the timing of its release is appropriate for the announcement. Minutes from all board and committee meetings are posted on the website and are available by request from UERPC offices.

Administrative modifications requested by the project sponsor are processed by UERPC/RPA 1 staff by seeking the approval of a review committee consisting of both the Chair of the Technical Committee and the Chair of the Policy Board. The Policy Board is updated and informed of any administrative modifications at each open meeting of the board.

DOCUMENTATION AND EVALUATION

RPA 1 is committed to considering all input from the public and incorporating it into the decision making process when appropriate. To ensure that the public input is valued and considered, Upper Explorerland maintains records of its public involvement activities and the input, comments and issues as identified by the public. The RPA will reply to requests for written documentation or published information within a reasonable time frame and, where feasible, will respond to input received during the public participation phase of information gathering.

To ensure that the tactics outlined in this Public Participation Plan are effective, ongoing evaluation is an important step in the process and will occur on an ongoing basis. At each event or meeting, public attendance will be recorded and as appropriate, attendees will be asked how they found out about the event or meeting. Public engagement tactics will be reviewed annually and adjusted as necessary. The entire Public Participation Plan will be updated at least every five years.

APPENDIX A – REGIONAL MEDIA LIST***Newspapers***Name:

- Calmar Courier
- Clayton County Register
- Cresco Times
- Decorah Public Opinion
- Decorah Journal
- Fayette County Union
- Elgin Echo
- Fayette Leader
- Ossian Bee
- Oelwein Daily Register
- North Iowa Times
- Postville Herold
- Strawberry Point Press Journal
- Guttenberg Press
- Waukon Standard

Online News

- Decorahnews.com

Radio

<u>Call Sign</u>	<u>Frequency</u>	<u>City of License</u>	<u>Licensee</u>
• KADR	1400 AM	Elkader	Design Homes, Inc.
• KCTN	100.1 FM	Garnavillo	Design Homes, Inc.
• KCZQ	102.3 FM	Cresco	Mega Media, Ltd.
• KDEC	1240 AM	Decorah	Decorah Broadcasting, Inc.
• KDEC-FM	100.5 FM	Decorah	Decorah Broadcasting, Inc.
• KFXE	1160 AM	Waukon	Wennes Communications Stations, Inc.
• KKHQ-FM	92.3 FM	Oelwein	The Cedar Rapids Divestiture Trust, Allen N. Blum, Trustee
• KLCD	89.5 FM	Decorah	Minnesota Public Radio
• KLNI	88.7 FM	Decorah	Minnesota Public Radio
• KNEI-FM	103.5 FM	Waukon	Wennes Communications Stations, Inc.
• KOEL	950 AM	Oelwein	Townsquare Media Waterloo License, LLC
• KRJE	89.9 FM	Hawkeye	Hawkeye Seventh-Day Adventist Church
• KVIK	104.7 FM	Decorah	Wennes Communications Stations, Inc.
• KWLC	1240 AM	Decorah	Luther College